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↑ REQUESTER, PLEASE DO NOT WRITE ABOVE THIS LINE ↑

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION - CENTRAL PLAINS REGION - LEE'S SUMMIT****BANKRUPTCY REQUESTS BY FAX, MAIL, OR COURIER**

The National Archives and Records Administration in Lee's Summit, MO, accepts requests for photocopies of bankruptcy case files. You may request copies of the entire contents of the case file, a package of commonly requested documents, or documents that you select. Payment must accompany your request.

**Step 1:** FOR EACH CASE, obtain the following information from the Court where the case was filed and closed. PLEASE USE ONLY ONE FORM PER CASE. This form may be photocopied.

ACCESSION NUMBER: 021 - \_\_\_\_\_ - \_\_\_\_\_

NARA LOCATION NUMBERS: Row \_\_\_\_\_ Unit \_\_\_\_\_ Shelf \_\_\_\_\_ Position \_\_\_\_\_

AGENCY BOX NUMBER: \_\_\_\_\_

CASE FILE NUMBER: \_\_\_\_\_ CASE FILE NAME: \_\_\_\_\_

CITY AND STATE WHERE COURT IS LOCATED: \_\_\_\_\_

**Step 2:** The following options are available:

All options, **except copies returned via fax**, can be certified for an additional fee of \$6. This provides you with an attached form stating that all reproductions are a true and correct copy of documents in our custody. It does **NOT** mean that photocopies are sent by certified mail.

☐ Please check this box if you are requesting **CERTIFICATION**. Cost: **\$6.00**, in addition to copy fee.

☐ **OPTION A PACKAGE** containing documents listed below, from individual cases only (**NO business cases**). COST: \$10 (Uncertified). Please note that some bankruptcy cases may not contain all of the documents listed below. All questions concerning the contents of a particular file should be directed to the appropriate Court.

- ▶ Order of Discharge or Order of Dismissal, Final Decree, and Trustee's Report
- ▶ Voluntary Petition
- ▶ Summary of Debts and Property (Assets)
- ▶ List of Creditors (Schedules D, E, and F)

☐ **OPTION B ENTIRE CASE** - All documents of case file of individuals only (**NO business cases**). COST: \$35 (Uncertified) You will be notified and given further options if your request exceeds 70 pages.

**BUSINESS OR ADVERSARY CASES** - Bankruptcies that in any way involve a business, even if there is only a statement that an individual was "doing business as", "formerly doing business as", or was in some way connected with a business (DBA) must be requested from this section.

Refer to these options (C-1 or C-2 options):

☐ **OPTION C-1 SPECIFIC DOCUMENTS** - COST: \$35 (Uncertified) A copy of the **DOCKET SHEET** indicating the case file name and number, and the date and title of the specific documents to be copied must be included with the request form. On the docket sheet, circle the documents that are to be copied. You will be notified and given further options if your request exceeds 70 pages.

Please note: If the Court has already transferred the docket sheet to our facility, see Option D.

(continued)

☐ **OPTION C-2 ENTIRE CASE** - COST: \$50 (Uncertified). You will be notified and given further options if your request exceeds 100 pages.

☐ **OPTION D DOCKET SHEET** - COST: \$10 If the docket sheet is stored at our facility, obtain the STEP 1 information for the **docket sheet** from the Court. We will fax or mail the docket sheet to you, so you may mark the documents you need, and send it with your request for **SPECIFIC DOCUMENTS (OPTION C-1)**.

**CASE NUMBER:** \_\_\_\_\_

**Step 3: PRINT** your name and telephone number.

**NAME** (required): \_\_\_\_\_

**DAYTIME PHONE NUMBER** (required) (\_\_\_\_\_) \_\_\_\_\_ **(very important)**

**CHOOSE ONE:** (mail OR fax)

☐ **MAIL** DOCUMENTS TO:

**NAME / BUSINESS NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

☐ **FAX** DOCUMENTS TO: **FAX NUMBER** (\_\_\_\_\_) \_\_\_\_\_

**Name of Business** \_\_\_\_\_ **ATTENTION:** \_\_\_\_\_

To pay by credit card, please complete the following:

**TYPE OF CREDIT CARD:** \_\_\_\_ **VISA** \_\_\_\_ **MASTERCARD** \_\_\_\_ **NOVUS** \_\_\_\_ **AMERICAN EXPRESS**

**ACCOUNT NUMBER** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_

**Step 4: REQUESTER, PLEASE SUBMIT YOUR REQUEST by **FAXING** this form to 816-478-7623 or MAILING it to:** National Archives and Records Administration - Central Plains Region  
200 Space Center Drive, Lee's Summit, MO 64064

The Central Plains Region - Lee's Summit facility will service faxed requests, requests delivered by the U.S. Postal Service or common courier for photocopies of bankruptcy case files. **WE DO NOT TAKE TELEPHONE REQUESTS.** Orders sent via FAX must be paid by credit card. Orders sent via USPS or common courier may be paid by check, money order, or credit card. Checks and money orders should be made payable to NATIONAL ARCHIVES TRUST FUND. We do not send confirmation that your request was received. However, we normally process requests AFTER three workdays of receipt. Telephone calls inquiring about the status of your request interrupt the technician working on your request and will only delay the process.

**YOUR REQUEST WILL BE RETURNED UNSERVICEABLE IF:**

- ▶ The information supplied in Step 1 is incorrect or incomplete.
- ▶ The name on the case file does not match the name on the case number requested.
- ▶ Your credit card is not approved, or your check/money order is for less than your order would cost.
- ▶ A copy of the DOCKET SHEET for Option C-1 is not included OR if requested items are not clearly marked.

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